

A

SU/University College Course Registration Form—Fall 2008

- Please complete this page and Section D, E or F as applicable.
- Refer to pages Pkt 2 and 4 for instructions on completing registration forms.
- Fax: forms to **315-443-3255**
- Allow **5-7 business days** for processing mail or fax registrations.

**Mail your completed registration and payment option forms, as well as any necessary payments to:
Syracuse University Cash Operations
102 Archbold North, Syracuse, NY 13244-1140**

Last Name		First Name		Initial	SU ID Number		Social Security Number		Date of Birth MO. DAY YR.		M-Male F-Female	
Ethnicity (optional) <input type="checkbox"/> Enter Number 1-African American 2-American Indian 3-Asian/Pacific 4-Puerto Rican 5-Mexican 6-Latin American 7-Caucasian 8-Other Ethnicity		Citizenship Code <input type="checkbox"/> Enter Number 1-U.S. Citizen 2-Noncitizen Resident (Permanent Resident) 3-Nonresident Alien (Temporary Visa)		Country (If Not U.S. Citizen)		<input type="checkbox"/> NEW student to SU OR <input type="checkbox"/> RETURNING student						
<input type="checkbox"/> UNDERGRADUATE student <input type="checkbox"/> GRADUATE student		Are you admitted to an SU degree program? <input type="checkbox"/> Yes, _____ Name of program _____ <input type="checkbox"/> No				Do you have a bachelor's degree? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Name of institution where degree was earned _____						
Local Address (If different from permanent address)					City		State	Zip Code	Cell Phone			
Permanent Address (Grades will be mailed to this address)					City		State	Zip Code	Permanent Phone			
<input type="checkbox"/> Check if this is new address					Name of Employer (Complete Section F if employer offers tuition reimbursement)					Personal E-mail: (required for online course)		Business Telephone:
										Business E-mail:		
Dept. Prefix & Course No.	Section	Five-Digit Class No.	# of Credits			Non-Credit	Title	Instructor	Fees	Tuition		
			G	UG	AU*							

* To audit a course, or elect pass/fail grading option, permission of the instructor on a Grade Option Selection form is required and must be submitted by the audit and pass/fail deadline of the term.

OR: I REGISTERED VIA THE WEB ON (DATE) _____ (please complete name and address information above)

Payment Information—Fall 2008

- B** All walk-in, fax, or mail registrants must **COMPLETE AND SIGN THIS FORM**. All students are required to make satisfactory payment arrangements at the time of registration. Any registrations not accompanied by the proper PAYMENT OPTION paperwork (see Sections D, E or F), and any required down payment **will not be processed**.

Student Name (please print) _____

Payment Options: Cash Check Credit Card

- Payment in Full:** requires payment with registration.
- Student Deferred Tuition Plan (SDTP):** requires 25 percent down and **Section E**. Balance due in three monthly installments: October, November, and December.
- Employer Tuition Reimbursement Plan (ETP):** requires **Section F**.
- Direct Bill:** requires your company or sponsoring agency's official authorization form, stating that the University may bill it directly.
Co/Sponsor name: _____
- Remitted Tuition/Graduate Award Recipient/Sponsored Students:** requires **Section D**.
- Dependency Benefit:** requires **Section D**.
- Anticipated Financial Aid Recipient:** requires Promissory Note, **Section E** and additional arrangements for any charges not covered by financial aid. Only aid posted as anticipated in the SU Student Administrative System will be considered.

Intent to register: Each of the undersigned understands that the University fees and charges are due before confirmation of registration each semester, and each of them agrees to pay or make arrangements for payment suitable to the University of all fees and charges during applicant's entire attendance at the University.

Signature of person financially responsible

Date

Signature of student

Date

MUST BE SIGNED FOR REGISTRATION TO BE PROCESSED!

SU accepts online credit card payments (MasterCard, American Express, Discover) at <http://MySlice.syr.edu>. Direct debit (checking or savings) is also accepted at this site. SU I.D. and PIN required.

Total amount enclosed \$ _____

MAIL OR FAX REGISTRATIONS ONLY

Credit card Information: VISA MasterCard

Card Number _____ Expiration _____

Cardholder's name _____
(as it appears on card—please print)

Cardholder's signature _____

SU/University College Course Registration Form—Fall 2008

SU Tuition Benefits—Fall 2008

D Anyone using SU Tuition Benefits must complete this section every semester of registration.

Note: Students with remitted benefits who register via the web must pay course, lab, and late registration fees, where applicable, within 7 business days of registering. All others with remitted tuition benefits must pay at the time of registration.

Student Name (Last, First, M.I.) _____

SU I.D. Number _____ Date _____

I hereby agree that if it is determined I am ineligible for tuition benefits, I will pay all charges and fees incurred for the credits registered for.

The undersigned shall promptly notify the University in writing of any change of address. I intend any facsimile of my signature on the promissory note as printed by Syracuse University's receiving facsimile machine to be equal to and enforceable as my original signature and that such a facsimile copy of this promissory note be deemed a counterpart to the original promissory note and, therefore, enforceable in court or other tribunal.

Student's Signature _____

I enrolled by web; on: _____

Date (MM/DD/YY)

I am (choose one):

A Graduate Student Receiving a Graduate Award
Sponsoring College _____

An SU Employee Dept. _____ Ext. _____

A spouse of an SU employee or graduate assistant (check one)
(Must complete Section G)

Employee Name _____ SS# _____

Employee Dept. _____ Ext. _____

The dependent of an SU faculty/staff member who has applied for dependency benefit. Only matriculated students are eligible.

An outside agency employee awarded **SU tuition credits** for supervising SU students.
Name of Agency: _____ Credits Awarded _____

Promissory Note for UC Students—Fall 2008

E Complete this section if applying for Student Deferred Tuition Plan or Financial Aid.

I am applying for:

Student Deferred Tuition Plan (SDTP)—25% of all tuition and fees is due NOW. Balance is due in 3 installments: October, November, and December as invoiced.

Financial Aid—any charges above anticipated aid require additional payment arrangements NOW. See box below.

Please Print

SU I.D. Number _____ Date ____/____/____

Name _____
LAST FIRST M

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____

<p>Tuition Only _____</p> <p>Course Fees _____</p> <p>Total Due _____</p> <p>Anticipated Aid _____</p> <p>SDTP Down Payment _____ (25% DUE NOW)</p> <p><i>Note: Students whose financial aid will not cover charges in full, must sign up for the SDTP plan and pay 25% of the difference, or pay the difference in full, at the time of registration.</i></p> <p>Balance Due _____</p>	<p style="text-align: center;">FOR OFFICE USE ONLY</p> <p>Grants: _____</p> <p>Loans: _____</p> <p>Credit Balance: _____</p> <p>Total: _____</p>
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In consideration of the student having registered and attended classes at Syracuse University ("the University") without payment in full of the University's charges for such registration and attendance, and in further consideration of the University's forbearance of immediate collection of all amounts now due and owing for the above student's tuition and/or fees, the undersigned promises to pay to the order of Syracuse University at the Office of Bursar Operations in Syracuse, New York, the **principal sum** of \$_____ on the date due as specified at left. If full payment is not made by the due date, the undersigned shall pay a late fee. When the unpaid balance is \$499.99 or less, the late fee is \$65; when \$500 or more, the late fee is \$100.

Until all amounts due and owing on this note are paid in full, the University may withhold the student's grades, transcripts, and/or diploma, and prohibit the student from registering for any subsequent periods. If full payment is not made within 45 days from the due date, the University may also cancel the student's registration, remove or bar the student from attending classes, and retain all monies received.

In the event of any default on this note, the University may set-off against sums outstanding on the note all sums, deposits, credits, or other property belonging to the undersigned that may be in, or thereafter come into, its possession.

In the event that legal proceedings are commenced, the undersigned agrees that legal action may be brought in the courts of New York State with venue in Onondaga County and that such courts shall have full personal jurisdiction over the undersigned.

The Undersigned waives presentment, demand for payment, notice of dishonor, protest, notice of protest, all other notices in connection with this note.

The undersigned shall promptly notify the University in writing of any change of address.

I intend any facsimile of my signature on the promissory note as printed by Syracuse University's receiving facsimile machine to be equal to and enforceable as my original signature and that such a facsimile copy of this promissory note be deemed a counterpart to the original promissory note and, therefore, enforceable in court or other tribunal.

X

Signature of Person Financially Responsible

NOTE: PLEASE KEEP A COPY OF THE PROMISSORY NOTE FOR YOUR RECORDS.

F Employer Tuition Reimbursement Plan Application

Payment Option for UC Students

Complete this section if your employer reimburses YOU for tuition expenses.

If your employer wants to be billed directly by SU, submit a direct bill voucher—DO NOT complete this form.

Fall 2008 Tuition Due: January 5, 2009

Any SU student enrolled through UC who is using tuition reimbursement from their employer may be eligible to participate in this program. The program is offered only to students registered for courses held during the regular semester schedule. This option does not apply to the full-year ISDP Programs (M.A. and M.S.Sc) or noncredit programs.

Continued participation in the Employer Tuition Reimbursement Plan is contingent upon a satisfactory payment history. Syracuse University reserves the right to deny continued participation to anyone who has not complied previously with the terms of the program.

Program Policies

- Eligibility, as well as continued participation in the program, is contingent upon a satisfactory payment history. SU reserves the right to deny continued participation to anyone who has not complied with the terms of the promissory note. You, not your employer, are responsible for payment of your tuition by the date it is due.

- You must complete the application and promissory note below to be eligible for deferment.
- Your employer must sign this application in the space provided, verifying your eligibility for reimbursement. Letters from employers will not be accepted.
- This signed application must be presented to the Bursar/Registration Office with your mail, fax or in-person registration. Students who register via the web, must present the application within 7 business days of registering.

Please note: You are responsible for payment of your tuition by the date it is due.

Late charges will accrue on your student account if payment is not made by the due date. *Non-reimbursement to you by your employer by the date tuition is due is not an exception to this policy nor is non-receipt of a grade.* Tuition is charged for the course, not for a grade. You, not your employer, are responsible for paying your tuition on time.

Because each employer has specific policies and time lines for reimbursing their employees, we are unable to grant

extensions to the due date. We are unable to manage the program under such diverse schedules.

- The deferment is applied to your tuition only.
- You will be billed at the end of the term. The deferment period ends on the invoice due date. Invoices not received by the student due to incorrect or incomplete addresses will not constitute an exception to the due date. It is the student's responsibility to update his/her address with the Bursar/Registration Office.
- The deferment does not reduce your debt, it simply allows you to postpone payment of your tuition until after the semester.
- If for any reason you become ineligible for reimbursement by your employer, you must contact the UC Bursar and Registration Office at 315-443-4135 immediately.
- If, during the deferment period, there are payments made to your student account from any source (e.g., student loans, etc.) or you initially registered with a down payment, these payments will be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.

Verification for Employer Tuition Reimbursement

Fall 2008

Date _____

Student Name _____ SU I.D.# _____

Permanent Address _____

City/State/Zip _____ Permanent Phone _____

No. of credits for which you plan to enroll: _____ Undergraduate _____ Graduate

Company Name _____

Company Representative's Name _____

Company Address _____

Company Representative's Phone No. _____

Signatures:

Company Representative's Signature

Student's Signature

I understand that, as the student, I am responsible for payment of my tuition even if I do not receive reimbursement from my employer for any reason by the tuition deadline.

I intend any facsimile of my signature on the promissory note as printed by Syracuse University's receiving facsimile machine to be equal to and enforceable as my original signature and that such a facsimile copy of this promissory note be deemed a counterpart to the original promissory note and, therefore, enforceable in court or other tribunal. (Return completed form with your registration.)

Employer Tuition Reimbursement Plan Promissory Note

Tuition Due Date: January 5, 2009

Please Print

SU I.D.# _____ Date ____/____/____

Name _____
LAST FIRST MI.

I enrolled by web; on: _____
Date (MM/DD/YY)

Tuition Only	_____
Course Fees	_____
Total Due	_____
Balance Due	_____
Date Due	January 5, 2009

Student:
Keep a copy of this promissory note for your records.

In consideration of the student having registered and attended classes at Syracuse University ("the University") without payment in full of the University's charges for such registration and attendance, and in further consideration of the University's forbearance of immediate collection of all amounts now due and owing for the above student's tuition and/or fees, the undersigned promises to pay to the order of Syracuse University at the Office of Bursar Operations in Syracuse, New York, the principal sum of \$_____ on the specified date due. If full payment is not made by the due date, the undersigned shall pay a late fee. When the unpaid balance is \$499.99 or less, the late fee is \$65; when \$500 or more, the late fee is \$100.

Until all amounts due and owing on this note are paid in full, the University may withhold the student's grades, transcripts, and/or diploma, and prohibit the student from registering for any subsequent periods. If full payment is not made within 45 days from the due date, the University may also cancel the student's registration, remove or bar the student from attending classes, and retain all monies received.

In the event of any default on this note, the University may set-off against sums outstanding on the note all sums, deposits, credits, or other property belonging to the undersigned that may be in, or thereafter come into, its possession.

In the event that legal proceedings are commenced, the undersigned agrees that legal action may be brought in the courts of New York State with venue in Onondaga County and that such courts shall have full personal jurisdiction over the undersigned.

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X

Student's Signature